



Minutes of the Annual Meeting of Kettleburgh Parish Council

held on Thursday 18th May 2023 at 19.30 in Kettleburgh Village Hall

The following business was transacted:

	Minute No. and Actions
<p>Declaration of Acceptance of Office forms were signed before the meeting by all Cllrs in the presence of the Clerk, and they were reminded to complete their Register of Interests forms within 28 days of taking office.</p> <p>1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office</p> <p>Cllr E Jardine, as the sole nominee for Chairman, was elected unanimously, proposed Cllr P Garland, seconded Cllr L Clark. Cllr EJ signed the Declaration of Acceptance of Office.</p> <p>Present: Cllr E Jardine(EJ), Cllr R Booth (RB), Cllr Louise Clark (LC), Cllr Patrick Garland (PG), Attending: Mrs Sonia Frost Clerk and RFO, and four members of the public.</p> <p>Cllr EJ Chairman reminded the attendees that the meeting was being recorded for the purpose of the minutes. The meeting started at 19.30.</p>	K2023152
<p>2. Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office</p> <p>Councillors agreed that Council did not need a Vice Chairman for the time being.</p>	K2023153
<p>3. Apologies for absence: Cllr D Thomas (DT) and Cllr S Poacher (SP)</p>	K2023154
<p>4. Members' Declaration of Interests regarding agenda items</p> <p>None</p>	K2023155
<p>5. To consider requests for dispensations</p> <p>None</p>	
<p>6. Co-Option of New Councillor - to consider an application from a resident and co-option to the casual vacancy:</p> <p>Following an introduction, Mr John Mealing was co-opted by unanimous vote, proposed Cllr EJ, Chairman, seconded Cllr LC. New Cllr JM signed the declaration of Acceptance of Office, and took his seat at the Council.</p>	K2023157
<p>7. Minutes – To resolve that the minutes of the Ordinary Council meeting on 13th April, and Extraordinary Meeting on 26th April, were true and accurate records.</p> <p>The Minutes of both meetings were agreed as true and accurate records, and signed by the Chairman.</p>	K2023158
<p>8. Clerk's Report including actions taken since the last meeting for information</p> <p>The Clerk reported that the Elections had now been finalised and there had been changes to the District Councillors. John Owen Grey Liberal Democrat and Vince Langdon-Morris The Green Party were welcomed. Council wished outgoing Cllr Maurice Cook Conservative well and thanked him for all his support and advice over recent years. The cost of the election to KPC was not yet known, but was likely to be modest as it had been uncontested.</p>	K2023159

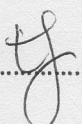
Chairman Signature  Date 26.7.22



<p>14.5. Consider any changes to Barclays Bank Account Standing Orders</p> <p>Council discussed the option of the Clerk salary being paid monthly by standing order. This would ensure the Clerk was paid regularly and the process would be more efficient. The Clerk's salary was agreed by Council as an annual amount to be paid monthly. Council agreed to change to the Clerk salary being paid as a monthly Standing Order, and asked the Clerk to arrange this.</p>	Clerk
<p>15. Councillor Training - to consider and agree training with Suffolk Association of Local Councils (SALC) for new and existing councillors</p> <p>Suffolk Association for Local Councils (SALC) had developed a new series of training to help new councillors, and as a refresher for existing councillors. The Councillor Basics workshop provides an understanding of what makes a good council, and the role a councillor plays. Dates for the 2 x 2hour sessions would be emailed to cllrs, and the Clerk would then book places.</p>	K2023166 All Cllrs
<p>16. Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel where publicity might be prejudicial to the special nature of the business</p> <p>None</p>	K2023167
<p>17. Next Meeting Dates</p> <p>Agreed dates were: Kettleburgh Annual Parish Meeting Thursday 25th May 2023. Ordinary Meetings Thursday 13th July and Thursday 14th September 2023 at 19.30.</p>	K2023168

Chairman's signature to indicate Council approval:

Dated:

Chairman Signature..........Date.....26.7.23.....